

To: Sanctuary Advisory Council Members

From: Paul Michel, Sanctuary Superintendent  
Kirk Schmidt, SAC Chair

Date: 12 December 2012

Re: Sanctuary Advisory Council Meeting Procedures

In recent months, the SAC has experienced some challenges with differing interpretation of procedural processes for meetings. After review of the SAC Charter and Protocols (adopted 12/2009), several inconsistencies were noted. In order to alleviate this issue, several clarifications are in order and will be in effect through December 2013, when the Charter will be amended and revisited for renewal in 2014.

In order to create consistency, and to ensure an efficient and effective meeting, the following meeting procedures will be in effect:

**Agendas** – Agendas are developed by the SAC Chair and Superintendent. Council members or Working Groups can contact the Chair and Sanctuary Superintendent about an issue and request it be placed on a council meeting agenda; or an issue can be raised verbally during a council meeting and requested to be placed on a future meeting agenda, or the council may make a motion to add an agenda item. NOTE: Meeting materials furnished by members for an agenda item should be submitted 15 days prior to the meeting in order to go out with the agenda. Anything submitted after the agenda has been posted will be held and distributed the week of the meeting in a single email. All correspondence will be posted in a binder at meetings.

**Public Comments** – Public comments to agenda items will be taken in the order of the agenda and the public comment period for items not on the agenda will be held to 3 minutes. The SAC Chair has the discretion to shorten time allotted should they deem it necessary to accommodate a larger number of comments.

**Member Comments** – Members of the SAC will participate in discussions related to the agenda and will have 2 opportunities to do so. The Chair will determine who will initiate the discussion and will go around the table twice.

**Motions** – *Making the motion*: motions can be made on any agenda item. Motions will be recorded and projected real time during the meeting. The Chair will entertain a motion after discussion on agenda topics. If a member initiates a motion, the discussion will start with that

seat and will initiate a new round of comments. Motions cannot be made on the following business items: Working Group Updates, Member Announcements, Public Comment, Calendar items, although discussion and Q&A are acceptable.

*Amending the motion:* follows Robert's Rules of Order. Amendments can be made prior to a motion passing and are done by adding words, striking words or a combination of the two. Amendment initiate a new round of comments.

*Motion to call the question:* is a means of ending a cyclic or repetitive discussion and initiates a vote. Calling the question is treated as a motion and requires a second.

If the agendized item has already had discussion and all materials have been presented in advance, the Chair can decide the process to initiate the motion first.

## **The basic process**

Agenda item / presentation

Discussion of item (2 rounds)

Motions entertained

Motion made (2 rounds of discussion, beginning with initiator)

Motion Seconded (if not, no further discussion)

Amendment proposed (discussion, beginning with initiator)

Amendment Seconded (if not, no further discussion)

Vote of Council

Return to Discussion if required

